

**THE MINUTES OF THE
NORFOLK ARCHITECTURAL REVIEW BOARD
APRIL 25, 2016**

On April 25, 2016 at 4:00 p.m., a meeting of the Norfolk Architectural Review Board was held in the 10th Floor Conference Room, City Hall Building. Those in attendance were:

MEMBERS PRESENT:

Ms. Gustavson (Chairman), Mr. Thomas, Mr. Rutledge, Ms. Pollard, Mr. Lyall, Mr. Gould

MEMBERS ABSENT:

Mr. Klemt, Mr. Hoffler, Mr. Glenn

STAFF:

Ms. McBride, Mr. Newcomb

I. Call to Order

Ms. Gustavson called the meeting to order.

II. Roll call

Mr. Newcomb called the roll. (Quorum present.)

III. Consent Agenda

a. Meeting minutes – April 11, 2016

Mr. Lyall made a motion to approve the minutes as presented. Mr. Gould seconded the motion. The Board voted aye.

- b. 251 Granby Street – ciniva – New business sign

After review of drawings, photographs and detailed specifications, Mr. Rutledge made a motion to approve the application as presented. Mr. Gould seconded the motion. The Board voted aye.

IV. Continued Applications (None)

V. Certificate of Appropriateness West Freemason Historic District

- a. 243 W. Bute Street – Modify a storefront to add a door
(Continued to May 9, 2016)

Downtown Historic Overlay District

- a. 251 Granby Street – ciniva – New business sign
(Approved on consent)

VI. Design Review

- a. 240 W. 21st Street – Pinot’s Palette – Sign & building encroachment

Drawings and photographs were presented and Ms. McBride reviewed the application. The new tenant would like to add a business sign. The proposed sign is individual channel letters connected to the building. The letters project 5 inches into the right-of-way. The sign measures 12-and-a-half-feet-wide-by-18-inches-in-height. The materials are white acrylic and black aluminum coil returns. The letters are internally illuminated with LED lights. Mr. Stephens, on behalf of WPA, appeared before the Board.

There are two existing pilasters with capitals and a round canopy above the door that encroach into the right-of-way and have for approximately ten years. No changes are planned to those elements. The owner of the property is working with appropriate staff on that encroachment.

Mr. Lyall made a motion to approve the application subject to: That effort be made to reduce the depth of the sign from 5 inches to 3.5 inches. Mr. Gould seconded the motion. The Board voted aye.

- b. 328 W. 20th Street – Jessie’s Taco Bistro – Encroachment of business signage & lights

Drawings and photographs were presented and Ms. McBride reviewed the application. There will be a wall sign with three gooseneck lights located above it; the second sign is an existing blade sign.

The wall sign will have individual letters that are connected to a PVC sheet. The gooseneck lights are metal with a copper color finish. The face of the existing blade sign will be changed and it is made of aluminum.

Mr. Romero appeared before the Board. Mr. Lyall suggested adding a spacer at the back of the sign (as indicated).

Ms. Pollard made a motion to approve the application subject to: that a spacer be inserted at the back to add more depth and relief to the sign (as indicated). Mr. Lyall seconded the motion. The Board voted aye.

VII. Landmark Designation

- a. 6651 Talbot Hall Court – Talbot Hall Landmark Historic District
(Continued to May 9, 2016)

VIII. Discussion (None)

IX. Public Comments

On behalf of the Ghent Neighborhood League, Ms. Reynes extended gratitude for including the homeowners in the community in the Hazard Mitigation Workshop. She added that their hope is to keep the dialog going and to educate homeowners on how to implement some of the ideas that were discussed in the workshop.

Ms. Gustavson stated that, when completed, Ms. Morris’ report from the workshop will be distributed to board members.

X. New Business (None)

XI. Old Business

The next learning session will be May 23, 2016; possible topic: windows.

Ms. Gustavson stated that the Norfolk Home and Garden tour begins Thursday, April 28th.

**XII. Approval of the minutes: April 11, 2016
(Approved on consent.)**

XIII. Adjournment

There being no further business to discuss, the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Dolores R. Cloud

Dolores R. Cloud, Deputy City Clerk/Stenographic Reporter